Viewing Revenue Posted in the Lapse Period

Enter T-code FAGLL03

Enter

Select the variant for revenue
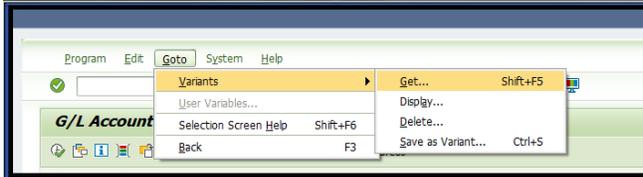
Be sure the "created by" field is blank, and enter the variant for revenue – **OFRACCRUALR**
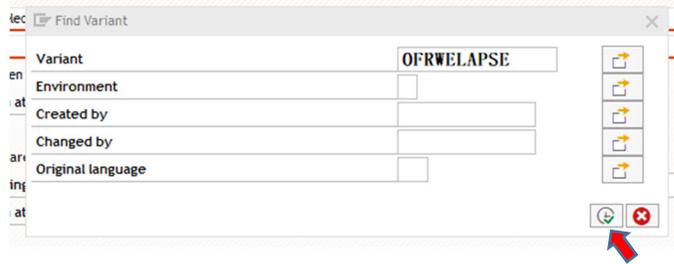
 Execute.

The variant has populated the relevant revenue codes (excluding federal revenue which will be accrued from the grant schedule) and layout (/OFRACCRUAL).
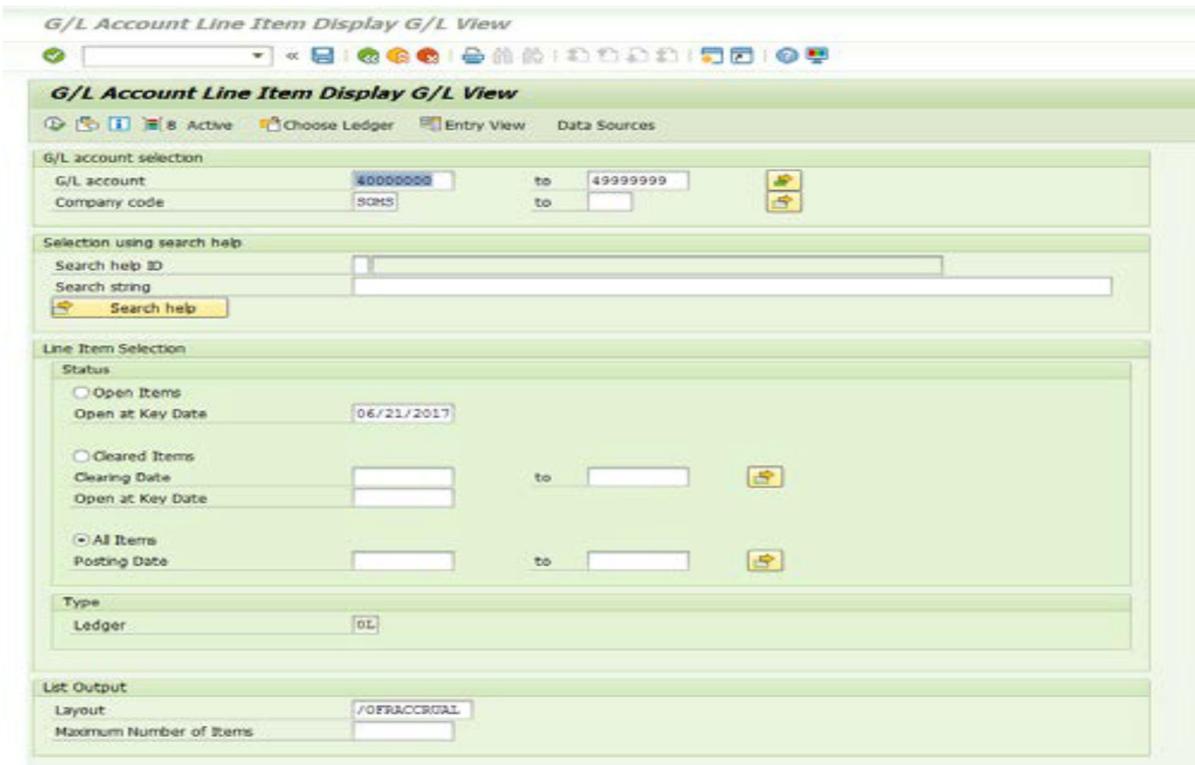
Enter the dynamic selection criteria

Choose dynamic selections.

Complete the Business Area field. The report can be generated for the business area, or it can be run for a particular fund. (If the report is run for the entire business area, it can then be sorted and/or filtered in Excel for a particular fund.)

Logic for the selection criteria:

- *Fiscal Year – new fiscal year that began July 1*
- *Posting Period – 1 for July*
- *Budget Period – old budget year (only accrue transactions related to the year ended June 30)*
- *Document Type – exclude ZQ transactions (cash moves between budget years during lapse)*

Save the dynamic selections.

Execute the report

Exporting the reports to Excel

You will be prompted to choose a location and file name to save the file. From Excel you can sort, filter, total, or print the report to assist in your review of the data.